

## 6 CHAPTER: CERTIFY/CONTEST EXTERNAL OFFSET

The Set-Off process begins when you create a claim in IRMS against a debtor for money owed to your agency. Whenever the IRMS system discovers that a debtor overpaid taxes for a specific Tax Account Period (TAP), or there are funds available for the debtor from a lottery, Department of Accounts (DOA), or Decentralized Agency (DCA) payment, it will check to see if there is a claim against that debtor.

Once a match is established, you must notify the debtor of the match, and certify that the debtor has been notified. Claims may be certified online or through a batch process. The debtor can contest the debt if he or she disagrees that they owe the debt.



**Note:** If the certification does not occur within 10 calendar days, the match defaults and the money offered for that match is no longer available.

### Certify/Contest External Offset Window

The illustration below is the Certify/Contest External Offset window.

IRMS - External: Certify-Contest External Offset

File Help

**Certify-Contest External Offset**

**External Offset Match**

Match ID:  Find

**External Offset Information**

Claim Number:

Claim Name:

Agency Name:

Match Status:

Match Date:

Contested Date:

SSN/FEIN:

Agency Number:

Source Type:

Certification Date:

Initial ☐ Contested ☐

Save Close

## Certify/Contest External Offset Fields

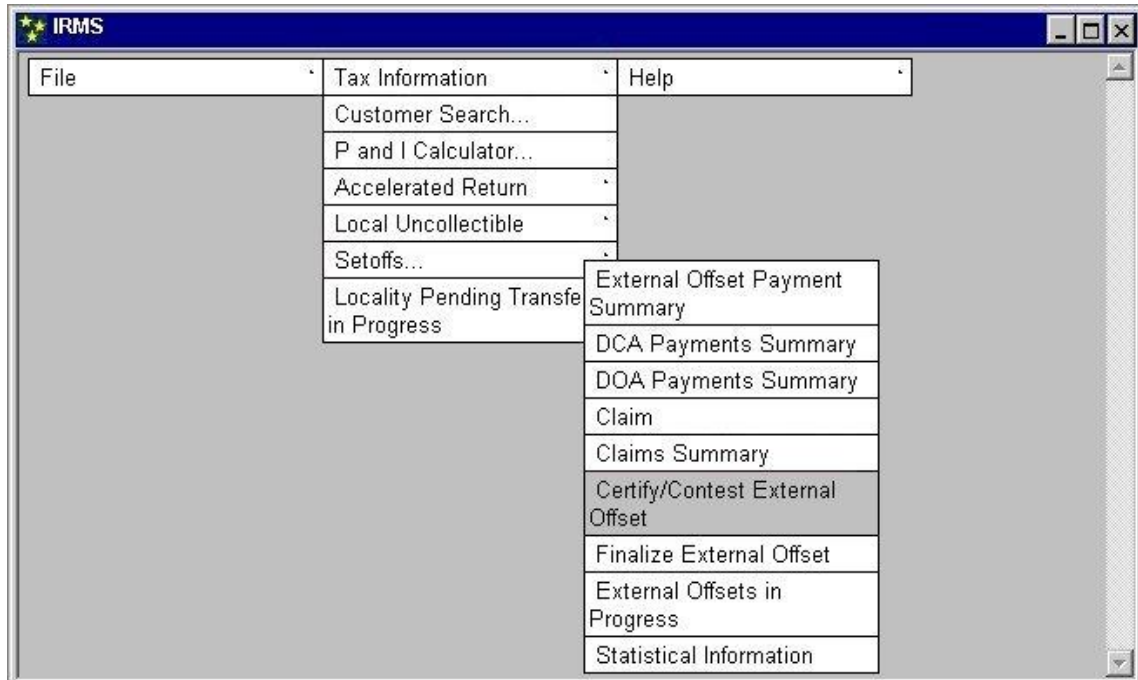
The table below lists the fields on the Certify/Contest External Offset window and provides a brief description of each.

| Field                  | Field Type       | Description   |
|------------------------|------------------|---|
| Match ID               | Required         | A nine (9)-digit number that uniquely identifies the match.   |
| Claim Number           | System Generated | Automatically assigned by the system  |
| Claim Name             | System Generated | The same name as the Debtor identified by the SSN or FEIN   |
| SSN/FEIN               | System Generated | Either the SSN or the FEIN  |
| Agency Name            | System Generated | Name of the set-off Agency that owns the claim  |
| Agency Number:         | System Generated | The number of the set-off agency.   |
| Match Status           | System Generated | These include - Active, Certified, Contested  |
| Match Date             | System Generated | The date a match was made to the claim  |
| Source Type            | System Generated | The resource allocated to a claim (a Tax Overpayment, Lottery Payment, DOA Payment, or DCA Payment)   |
| Initial Contested Date | System Generated | The date the claim was first contested  |
| Contested Date:        | Required         | The date the Debtor notified the agency of the intent to contest. Required if the claim is contested. |
| Certification Date     | Required         | The date the agency notified the debtor of the match.   |

## Certify/Contest an External Offset

You access the Certify/Contest External Offset window from the IRMS Main window or from the External Offsets in Progress window.

To certify that a debtor has been notified of a match, the following steps are performed:



The screenshot shows the 'Certify-Contest External Offset' window. It has a title bar that reads 'IRMS - External: Certify-Contest External Offset'. The window contains a 'File' menu and a 'Help' menu. Below the menus is a section titled 'Certify-Contest External Offset'. This section contains a sub-section titled 'External Offset Match' with a 'Match ID:' label and a text input field, followed by a 'Find' button. Below this is another section titled 'External Offset Information'. This section contains several input fields: 'Claim Number:', 'Claim Name:', 'Agency Name:', 'Match Status:', 'Initial', 'Contested', 'Date:', 'Match Date:', 'Contested Date:', 'SSN/FEIN:', 'Agency Number:', 'Source Type:', 'Certification', and 'Date:'. At the bottom right of the 'External Offset Information' section are 'Save' and 'Close' buttons.

**Step 1:** From the IRMS Main window, select **Tax Information: Setoffs: Certify/Contest External Offset**: The Certify/Contest External Offsets window opens.

**Step 2:** Enter the **Match ID** number



**Note:** If you do not know the Match ID, you can locate it on either the Claims Summary or the External Offsets in Progress windows.

**Step 3:** Click **Find**. The window refreshes with information about that match.

The screenshot shows a software application window titled "IRMS - External: Certify-Contest External Offset". The window has a menu bar with "File" and "Help". Below the menu bar is a blue header bar with the text "Certify-Contest External Offset". The main content area is divided into two sections. The first section, "External Offset Match", contains a "Match ID:" label, a text box with the value "432154321", and a "Find" button. The second section, "External Offset Information", contains several labels and text boxes: "Claim Number:" with "001", "Claim Name:" with "Martha M. Ryan", "Agency Name:" with "Henrico County", "Match Status:" with "Active", "Match Date:" with "03/20/2004", "SSN/FEIN:" with "227-82-7212", "Agency Number:" with "351087000", "Source Type:" (empty), "Initial Contested Date:" (empty), "Contested Date:" (empty), "Certification Date:" (empty), and "Date:" (empty). At the bottom right of the window are "Save" and "Close" buttons.

IRMS - External: Certify-Contest External Offset

File Help

**Certify-Contest External Offset**

**External Offset Match**

Match ID: 432154321 Find

**External Offset Information**

Claim Number: 001

Claim Name: Martha M. Ryan

Agency Name: Henrico County

Match Status: Active Match Date: 03/20/2004

SSN/FEIN: 227-82-7212

Agency Number: 351087000

Source Type:

Initial Contested Date:

Contested Date:

Certification Date:

Date:

Save Close

**Step 4:** Enter in the Certification Date field the date you notified the debtor of the set-off match.

**Step 5:** Click **Save**.

The window refreshes to display the Certification Date, and the Match Status field now displays “Certified.”

Certify-Contest External Offset

External Offset Match

Match ID: 432154321Find

External Offset Information

Claim Number:001

Claim Name:Martha M. Ryan

Agency Name:Henrico County

Match Status:Certified

Initial

Contested

Date:

Match Date:03/20/2004

Contested Date:

SSN/FEIN:227-82-7212

Agency Number:351087000

Source Type:

Certification Date:03/31/2004

SaveClose

